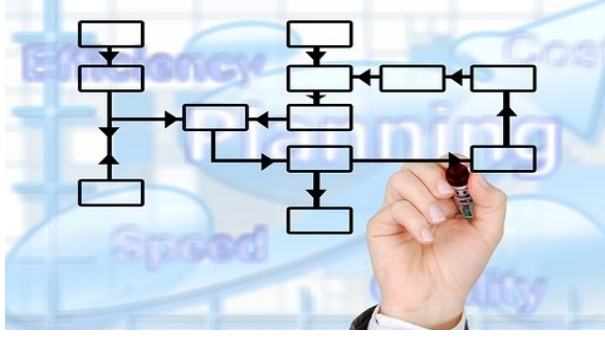




**From the DHRM Director:** Welcome to the first issue of *HR Highlights* - a new monthly publication from DHRM. In my travels and conversations over the last 90 days, I repeatedly heard a request for a single source of information to highlight what's happening within DHRM. This monthly email will provide a quick review of any program updates and also give insight into what is in motion for the future. We will also share information on staff changes within DHRM. There is a lot happening in Human Resources and I am excited to start this journey with the Human Resources team across the Commonwealth.

Emily S. Elliott

## Workforce Management



**Workforce Planning Toolbox:** Exciting new [HR Admin tools](#) are coming your way!

- Launch **exit surveys** onsite and in real-time to improve response rates and collect insightful feedback! The tool that you need is scheduled for release by year's end. More details to come soon!
- Version 2.0 of the **State Succession Plan template** will be delivered to agencies in January 2019! Thank you for your suggestions on ways to improve the format. Next year's plans are due June 30, 2019.
- **Think 50!** This [new tool](#) launched on Nov. 16 will help agencies meet the Chief of Staff's challenge to reduce the Commonwealth's time to hire to 50 days.

**Civility in the Workplace:** Look for a communication soon on the new Civility Policy that supports a culture of civility, diversity, inclusion and equity. It will supersede [1.80 Workplace Violence](#) and [2.30 Workplace Harassment](#).

**EEO Compliance Program:** Thanks to the agencies who submitted [Compliance Review Certification forms](#) by Oct. 19, and those who worked with us on issues related to assessment information. If you received a compliance letter and your form is overdue, or if you have any questions, [we're here](#) to help!

**Affordable Care Act (ACA):** Watch for a communication soon to Benefits Administrators on the second BES ACA reconciliation report. Deadline to complete is December 15. Thanks to agencies who completed the first reconciliation by Oct. 31. DHRM relies on your information to comply with the ACA mandate to report health care coverage offered to those eligible. See the BA E-News dated [Oct. 10, 2018](#).



## Rewards

**Pay Increases:** 2019 looks like a good year for employee compensation! [Targeted salary increases](#) in the Governor's budget for corrections and juvenile corrections officers, marine police officers and certain roles in DBHDS take effect on Jan. 10, 2019. A [statewide increase](#) takes effect on June 10, 2019, for full-time and part-time classified, and certain other salaried employees. All increases are contingent on the general fund revenue forecasts for FY 2019 and 2020.

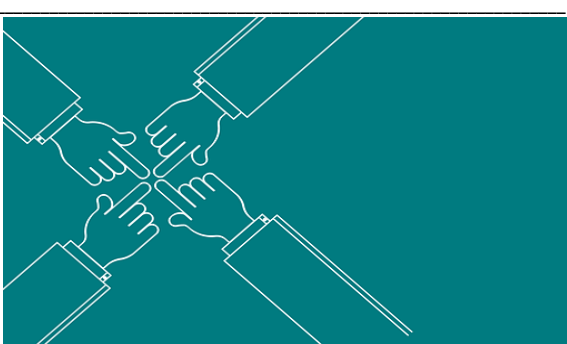
**Compensation Reboot:** Get ahead of trends in compensation strategies and decisions, while ensuring that pay actions are equitable and defensible. Register for the [Compensation Reboot webinar](#) on Dec. 6.

**SmartShopper:** A thumbs up for the Commonwealth's new [VITALS SmartShopper](#) incentive program! Encourage COVA Care and COVA HDHP members to register and earn cash rewards when they choose certain better-value health care services. From bronchoscopy to ultrasound, it's a win-win for members' pocketbooks and state health plan costs.

**Health Benefits RFP:** Contract awards will be announced in December for state self-insured and fully-insured health plans effective July 1, 2019.

**Autism Coverage:** More children and teenagers now qualify for applied behavioral analysis (ABA) benefits for autism spectrum disorder. Beginning Oct. 1, 2018, coverage in state health plans was extended to individuals up to age 18. See 2018 member handbook [amendments](#).

## Engagement



**Employee Recognition:** After presenting recommendations to the Chief of Staff, the Employee Recognition Committee has been hard at work developing new recognition ideas and an implementation timeline. These include one-year and three-year service award options for state employees. Stay tuned!

**OntheSquare - Anywhere:** Have some great ideas for employee engagement activities in your region of the Commonwealth? Learn more about the [OntheSquareVA program](#) and [OntheSquare Anywhere](#) opportunities.



## HR Technology

**Cardinal HCM:** The partnership project to transition PMIS/BES to Cardinal to meet our core human resources, benefits administration, and time and attendance business system is well underway. The Cardinal Project Team has captured and documented all of the components and interfaces/reports of the current PMIS/BES system. The project will soon shift to defining the features and functions that Cardinal will replace and provide. Please watch for announcements and communications, and participate fully as requested to help us make this process a success for all!

**Visual Liquid Web:** What a cool name! And Workers' Compensation Services (WCS) came up with it. What is it? They have developed upgraded technology for the WCS online claim reporting tool. [Read more about it!](#)

## On the Drawing Board

Online interviewing tools, the State "Mini-App" and a Policy Update Blitz. Check your inbox in January!

## Comings and Goings...

**Administration:** **Holly Johnson** is the new DHRM Executive Assistant and receptionist. She comes to us from the Department of Education (DOE).

**Employee Programs:** **Vilma Alejandro** has joined DHRM as Director of Employee Programs. Most recently the Executive Director of a non-profit organization, she was HR Director for Food Nutrition and Consumer Services at the U.S. Department of Agriculture, and brings experience with the Federal Reserve Bank of Richmond in the areas of workforce development and talent management.

**Health Benefits:** **Freddie Oliver** is the new Health Benefits Senior Specialist for The Local Choice (TLC) health benefits program.

**Contracts and Finance:** **Alexis Wright** has begun work for the *SmartShopper* and Line of Duty Act (LODA) programs.

**EEDR:** Best wishes to **Bob White**, who retired last month.